

**CEAS**  
**Retention, Tenure, and Promotion: Department Guidelines for Professional Achievement**

**Recommendation of the Council of Chairs (COC) –3/4/14**

**All departments passed in Spring 2014.**

**Process Overview**

- March 2013 Dean and CEAS Council of Chairs approve process and timelines for the development of Departmental RTP Guidelines for Professional Development
- March 2013 Faculty Ad Hoc Committee named: Oanh Tran (EPSY) Michele Korb (TED), Jeff Simons (KIN), Nancy White (HRT), Peg Winkelman (EDLD), Jim Zarrillo (Chair)
- May 8, 2013 Ad Hoc Committee develops a Conceptual Draft, Draft is submitted via email to all CEAS faculty
- Sept 23, 2013 Conceptual Draft again presented to CEAS faculty at the CEAS Fall Forum
- Oct 16, 2013 Special Faculty Forum on the Conceptual Draft, 27 CEAS faculty participate
- Oct 23, 2013 Faculty Ad Hoc Committee meets for the final time; completes work on the Ad Hoc Committee Draft and submits Draft to the CEAS COC
- Nov 5, 2013 CEAS COC consider the Ad Hoc Committee Draft, makes modifications that become the COC Draft
- Nov 2013 CEAS Dean submits COC Draft to Academic Affairs for feedback
- March 2014 COC considers any changes recommended by Academic Affairs and creates Departmental Review Draft
- Spring 2014 Departmental Review Draft is forwarded to the five CEAS Department faculties for their consideration
- Spring 2015 Titles of Category A and Category B enhanced – Presented at CEAS Forum - Passed

**College of Education and Allied Studies**  
**Departments of: Educational Leadership; Educational Psychology; Teacher Education;**  
**Hospitality, Recreation & Tourism; and Kinesiology**  
**Retention, Tenure, and Promotion: Guidelines for Professional Achievement**

## **1. Introduction**

In the *CSU East Bay Retention, Tenure, and Promotion Policy and Procedures* document, the second paragraph under “4. Definition of Uniform Criteria” reads as follows:

Given the great variety of professional work among the faculty, departments are strongly encouraged to establish and maintain guidelines for professional achievement that are consistent with a) the department’s discipline or disciplines; b) uniform criteria for professional achievement outlined in section 4.3 below; and 3) CSU professional criteria in general, as suitable to a teaching university. The guidelines will be developed by the departmental faculty and approved by the College Dean in consultation with his or her council of chairs. Such Guidelines, with a dated record of the department vote and the Dean’s approval, shall be kept on file in the offices of the College Dean and the Provost and Vice President of Academic Affairs. (12-13 FAC 2, page 11).

Pursuant to the above stated policy, The Department of Hospitality, Recreation and Tourism; Kinesiology; Educational Leadership; Educational Psychology; and Teacher Education, approved this set of Guidelines Spring 2014. The exact date of each department vote is housed in the Dean’s office.

**2. Paths: This set of guidelines only covers Professional Achievement. Every candidate is expected to achieve in the other three categories of Instructional Achievement, University Service, and Community Service.**

2.1 This set of Guidelines creates two “Paths” to promotion and tenure: Path 1, Emphasis on Publication; and Path 2, Emphasis on Professional Community (please see Table 1 below). By October 1<sup>st</sup> of their second year new faculty members will declare the path they have selected in their Professional Development Plan. In case of a change of path, the candidate will provide a rationale with a letter of support from their department chair.

2.2 Faculty would be expected to meet the criteria for one of the two Paths.

2.3 Each Path has three “Columns” of expectations (along the horizontal axes in Table 1).

## **3. Categories of Professional Achievement**

This set of Guidelines creates five “Categories” of Accomplishments in the area of Professional Achievement, labeled A-D (see Table 1 below).

#### **4. Range of Accomplishments Within Each Category**

This set of Guidelines establishes expectations for the Categories within each Column in each Path (see Table 1 below).

4.1 To receive a recommendation of (a) “meets expectations” or (b) “exceeds expectations” in the area of Professional Achievement, a candidate must present evidence of Accomplishments for each Column:

In Table 1, Accomplishments equal to or greater than either (a) the number of Accomplishments in a Column where a single number is stated, or (b) the minimum number of Accomplishments in a Column where there is a range of numbers, if the reviewer(s) determine that the minimum number of Accomplishments are excellent.

4.2 If the requirements of section 4.1 above are met, then the determination of whether or not the candidate receives a conclusion of (a) “meets expectations” or “(b) exceeds expectations” shall be at the discretion of the reviewer(s).

4.3 Candidates who do not meet the requirements of section 4.1 above shall receive a recommendation of “does not meet expectations.”

#### **5. Accomplishments Required for Tenure and Promotion to Associate Professor**

The Accomplishments counted for Tenure also count for Promotion to Associate Professor. Faculty members at the Assistant Level will not usually receive Tenure without promotion to Associate Professor.

#### **6. Accomplishments Required for Promotion to Professor**

The Accomplishments counted for promotion to Professor are based primarily on efforts that are new accomplishments from those counted for Tenure and promotion to Associate Professor (and, thus, include a + in Table 1 below).

#### **7. Journals Within a Category by Department**

It shall be the responsibility of the Department RTP Committee and the Department Chair, in the recommendation letters, to state the Category for each accomplishment the faculty member presents.

#### **8. Status of Accomplishments**

8.1 To be considered as an Accomplishment, a publication must have been published in final form; or if not yet published, the faculty member must present a copy of an official letter of acceptance.

8.2 Only those accomplishments achieved after appointment to the CSU East Bay faculty shall be counted in the evaluation of a faculty member.

**9. Effective Date**

9.1 These Guidelines shall be applied to all tenure track faculty who begin service on or after the start of the Fall Quarter, 2014.

9.2 Faculty candidates for tenure and /or promotion, who began service before the start of the Fall Quarter, 2014, however, may request that they be evaluated by these Guidelines.

**Table 1**

**Path 1: Emphasis on Publication**

|              | <b>A</b> | <b>And</b> | <b>A or B</b> | <b>And</b> | <b>Other A-E</b> | <b>Totals</b> |
|--------------|----------|------------|---------------|------------|------------------|---------------|
| To Associate | 1        |            | 2-3           |            | 2                | 5-6           |
| For Tenure   | 1        |            | 2-3           |            | 2                | 5-6           |
| To Professor | +2       |            | +2-3          |            | +3               | 7-8           |

**Path 2: Emphasis on Professional Community**

|              | <b>D</b> | <b>And</b> | <b>A or B</b> | <b>And</b> | <b>Other A-E</b> | <b>Totals</b> |
|--------------|----------|------------|---------------|------------|------------------|---------------|
| To Associate | 1-2      |            | 2-3           |            | 2                | 5-7           |
| For Tenure   | 1-2      |            | 2-3           |            | 2                | 5-7           |
| To Professor | +2-3     |            | +2-3          |            | +3               | 7-9           |

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**Category A: International or National Refereed Journals, Invited Chapters in Book from a National Publisher, or Books**

- \* International or national: refereed journals
- \* Invited chapters in books from a national publisher
  - \*Book

**Category B: State, Regional Refereed Journals, or Author or Accepted, Refereed Externally Funded Grant Proposal**

- \* State, regional refereed journals
- \* Author of accepted, refereed, externally-funded grant proposal

**Category C: Presentation**

- \* Refereed presentations, which may include published proceedings:  
International, national, state/local conference

**Category D: Professional Community**

- Author of documents completed through service to/through:
- \* School District curriculum committee
  - \* Agency, District, or State policy committee
    - \* Unit Accreditation
    - \* Training/consultations

**Category E:**

The following additional items in sections 4.3.2 to 4.3.12 in the University RTP Policy Document:

- 4.3.2. Critical contributions, in the form of criticism or reviews for national periodicals or magazines, national newspapers, or other communication media;
- 4.3.6. Translations of works in foreign languages;
- 4.3.9. Service on committees or boards of professional societies and organizations;
- 4.3.10. Receipt of awards, prizes, fellowships,
- 4.3.11. Professional consultancies, showing the nature of the consultancies, and the nature of the organizations requesting the consultant service;
- 4.3.12. In retention cases, evidence of substantial progress toward achievement of the Doctorate or other normal terminal degree may qualify also as evidence of professional achievement. In tenure cases the recent award of the Doctorate or other normal terminal degree may qualify as evidence of professional achievement.

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